



A PRACTICAL APPLICATION OF THE EMPLOYMENT ACT 1955 and RELATED LAWS & REGULATIONS

COURSE MODULES

- What is Employment Act 1955?
- Normal Hours, Rest Day, PH & OT
- Annual Leave & Sick Leave
- Protection of Women
- Maternity Protection
- Minimum Wages Act 2012
- Wages Deduction and Payment
- Types of Disciplinary Action
- Sexual Harassment
- Minimum Retirement Age Act 2012
- Termination / Retrenchment
- Children and Young Person (Employment) Act 1966
- Employment (Part-time Employees) Regulations 2010
- Inspection by Labour Department
- Complaint to Labour Department



This comprehensive workshop covers everything you need to know about employment law. The programme is delivered in a

simple easy-to-understand manner with a minimum use of legal jargon. Unavoidable legal jargons are also explained in a simple non-legal way so that even a newcomer will be able to understand it.

LEARNING OBJECTIVES

At the end of the programme participants are able to:

TARGETED AUDIENCE

- HR Managers
- HR Executives
- Compensation Specialists
- Payroll Specialists
- Employee Relations Executives
- Department Managers and Executives

- Identify who is protected under the EA and LO and who is not
- Draw up employment contracts correctly for full-time employees, part-timers and children and young persons
- Correctly administer and compute the various employee benefits using the correct legal formula: annual leave, sick leave, maternity leave, PH, rest days, etc
- Compute unpaid leave and early leaving or late joining of employment in the month
- Compute retrenchment and termination benefits
- Provide adequate legal benefits to part-timers, children and young persons
- Administer sexual harassment procedures
- Maintain registers according to law
- Manage inspections and complaints from the Labour Department

TRAINER PROFILE : Mr. Cyril Pagadala

Qualifications:- BA (English), MA (Human Resource Management)

EXPERIENCE :

Cyril has more than 18 years of working experience, in local and multinational companies, in the field of Human Resources Management, Administration and Operations in various industries. He last held the position of Director of Administration and Human Resources.

He is now a lecturer and corporate trainer for more than 10 years in the field of human resource management, HR laws, leadership principles, customer service, business communication and English. His working experiences have provided with him with deep insight and lasting exposure to various problems and solutions of different kinds. He brings this exposure to his specialised areas of training. He delivers and facilitates the programmes in a simple, easy-to-understand way and willingly shares knowledge. He is able to provide many simple solutions to work challenges.

